



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 4/10/18	<u>Interviewer:</u> Lafayette Baker; L.K. Langley	RFA #18 – 42
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], student		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
4/10/18	LB met with [REDACTED]	<p>LB explains the EO Office resolution processes, including the difference between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated she did not want to file a formal complaint and that she wanted an informal resolution.</p> <p>[REDACTED] explained 4/9, in her [REDACTED] Course with Professor [REDACTED]. Student [REDACTED] came and sat down next to her. He was wearing sweat pants. He put his right hand down his sweats, and he moved his hand around. She said is hand was on his genitals, and she could tell his hand was on his genitals because she could see the elastic band of white briefs over his hand. She could not see his genitals. He moved his hand in a circular motion. He would do it for 5 seconds, and take his hand out and flick his finger or rub them on the desk. He would also just hold his hand on his genital for roughly 15 seconds, and that happened twice.</p>

		<p>████ said she is not sure if anyone else notice. He was still participating in class, and answered a few questions while he was doing this. She estimated that he did it 4-5 times during the course of the class.</p> <p>She is not sure if he noticed she was watching him. And she does not know if what he was doing was sexual. She believes it was excessive. She is comfortable continuing going to go to class. She said she will sit on the other side of the class away for him, until we talk to him. She would like to remain anonymous, and she would like to be notified before we talk to █████.</p> <p>LB explained that he will consult with SGS and follow-up with her.</p>
4/17/18	LB called █████ █████	<p>LB explained to █████ that he reviewed her case with SGS, and LB asked █████ what is her preferred outcome regarding this informal resolution. █████ indicated that she was not sure what she wanted as a preferred outcome.</p> <p>LB explained that he could talked to █████ and possibly educate him regarding his actions in the classroom. █████ indicated that she wants some type up punitive consequence for █████ based on his actions in the classroom. LB explained that the informal resolution process does not result in punitive consequences because there is no finding of illegal discrimination. █████ then indicated that she will consider filling a formal complaint against █████ LB explained to █████ that he would consult further with SGS and contact her.</p>
4/27/18	LB called █████ █████	Set up a 5/3/18 meeting for █████ to meet with SGS and LB.
5/3/18	LB and SGS met with █████	SGS talked to █████ about her concerns regarding █████ and the formal and informal resolution process. SGS explained to █████ that if she pursued an informal resolution, LB and LKL would work to educate █████ regarding the sexual misconduct policy, and LKL would provide some for █████ training as to why he should discontinue his actions in the classroom, and why his actions could be construed as sexual misconduct. █████ indicated that she was comfortable pursuing an informal resolution.
5/4/18	LB and LKL met with █████	<p>LB explained the EO Office's Resolution processes "Protocol" (see above).</p> <p>LB informed █████ that someone in his █████ █████ Course raised a concern about him, and the person wished to remain anonymous. They observed █████ put his hand down his sweats on his genitals, and move his hand around while it was on his genitals approximately 5 times.</p> <p>████ explained that he was adjusting himself, and he sometime needs to adjust himself while sitting in class. LB and LKL reviewed EO Policy 1600.04 with █████. LB and LKL told █████ that someone could misinterpret what he is doings if he continues to adjust himself in class. LB and LKL further explained to █████ that his behavior could be construed as a sexual misconduct.</p> <p>LKL then provided some training for █████ regarding sexual harassment. LB talked to █████ about some alternative actions he can take when he needs to adjust himself while sitting in class, including going to the bathroom and adjusting himself there instead of doing it in class.</p> <p>████ thanked LB and LKL for talking to him, and said he plans to utilize one of the options LB recommended if he needs to adjust himself while in class.</p>

5/4/18	LB called [REDACTED] [REDACTED]	<p>LB explained to [REDACTED] that LB and LKL had a very good conversation with [REDACTED] LB told [REDACTED] that [REDACTED] said he was adjusting himself in class, and LKL and LB explained to [REDACTED] that his behavior could be construed as a violation of our EO policy 1600.04. LKL and LB also talked to [REDACTED] about some alternative actions he can take when he needs to adjust himself during class.</p> <p>LB also told [REDACTED] that LKL provided some training for [REDACTED] regarding sexual harassment. [REDACTED] indicated that he would take corrective actions in the future and try not to adjust himself in class [REDACTED] indicated that she is comfortable where this is currently.</p>
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